ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for new official to be certified to conduct elections for the term.	Required training for new official to be recertified for the next term.	Required training for currently-certified official to recertify for the next term	Next term	Documents to be submitted to the WEC	Required training if certification is lost by not accumulating the required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the WEC. website for a complete list)
Municipal Clerk	1/01/15-12/31/17	3-hour municipal clerk core training class by first election	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	• Baseline Chief Inspector training • WEC staff presentations • WisVote training • Webinar election administration/WisVote sessions • Training conducted by a county or municipal clerk
Chief Inspector	1/01/16-12/31/17	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Agenda for recertification training as administered by clerk and approved by WEC	3-hour CIT Baseline plus three hours of election-related training by the first election	• Training conducted by a county or municipal clerk • Webinar election administration sessions • Voting equipment training or pre-election testing (1 hour per 2-year term)
Regular Election Inspectors	1/01/16-12/31/17	Clerk is required to conduct some type of election training every two years.	No recertification	No recertification	1/01/18-12/31/19	None	None	• Training conducted by a county or municipal clerk • Webinar election administration sessions